

July 12, 2007

RECRUITMENT NOTICE

Position: Energy Program Assistant – Position #00004
(Administrative and Office Specialist III)

Location: Richmond, VA

Starting Salary Range: \$23,076 – 47,361 (Band 3)

The Department of Mines, Minerals and Energy, Division of Energy, is seeking an individual to provide administrative support to division staff; process grant awards; develop contracts and requests for proposals; assist energy program managers; and monitor and track division budget expenditures.

Qualifications: Considerable knowledge of office practices and coordination. Excellent grammar, punctuation, spelling and editing skills. Ability to compose general correspondence. Ability to communicate effectively both orally and in writing; excellent keyboarding skills with speed and accuracy. Knowledgeable in the use of office equipment and computers. Considerable experience performing confidential, executive-level duties involving a variety of clerical and administrative functions. Experience working with budgets and grants management is preferred.

TO APPLY: All applications must be submitted on-line through the Commonwealth of Virginia Recruitment Management System <http://jobs.agencies.virginia.gov>.

For additional information: Telephone: (804) 692-3215; TTY/TDD: (800) 828-1120

**APPLICATIONS MUST BE RECEIVED ON-LINE BY 5:00 P.M., FRIDAY,
AUGUST 3, 2007**